

Request Corrections/Feedback

How to request corrections

Corrections are made using the request corrections link. Users cannot make corrections; they have to be corrected by the SCPRS Administrators. To request corrections on a registered contract, follow the steps below.

Step	Action
1	After you have logged into SCPRS, click on the REQUEST CORRECTIONS/FEEDBACK link on the lower left side of the screen.
2	Click on the Request Corrections button
3	Your name and other personal information may automatically populate. If not, complete the fields.
4	Enter the contract registration number you need corrections on. This is required.
5	Then enter your comments.
6	Click on SUBMIT
7	The request will be submitted immediately and a SCPRS Administrator will respond via email or phone by the close of business the following business day, if not sooner.

Using the Feedback Link

You can enter comments concerning any aspect of the system. Follow the steps above. The only difference is that you click on the FEEDBACK button. This information is brought before the SCPRS team for discussion. If a response is required, a SCPRS Administrator will follow-up.